



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Deputy Assistant Director(Executive Level)
Posting Number	PIN #110496
Department	Department of Finance & Administration
Division	Budget and Evaluation Division
Section	Capital Improvements
Reporting Location	611 Walker, 10 th Floor
Workdays & Hours	Varied, normally M-F *

*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Position will work closely with Assistant Director the Controller's Office to identify and manage the investment of available cash , and coordinate municipal bond sales and refunding for general obligation bonds, revenue bonds and certificates of obligations. Supervise and manage preparation of City financial contracts including financial and investment advisory contracts to ensure compliance with all Federal, State and local regulations, directs development of financial, statistical and economic data for Official Statements and bond rating documents; direct preparation of City Council correspondence, agendas and briefing and assist other City department in financial analysis bond banking requirements. Directs the management, coordination, implementation, administration and operation of the Capital Improvement Plan. Researches, reviews and evaluates data and assist departments and general public in project scheduling for inclusion in monthly reporting and annual preparation of Capital Improvement Plan. Manages, trains and develops and evaluates staff performance. Manage the development and execution of the TIRZ, Equipment Acquisition Funds and special projects.

WORKING CONDITIONS

This position is physically comfortable; the individual has some discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Public Administration or closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of progressively more complex/responsible administrative experience are required, with at least three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Good organizational, verbal and written communication skills and be able to work effectively with financial advisor, bankers, general public and other departments. Demonstrated experience in municipal treasury and debt and cash management activities and municipal capital project planning. Prefer knowledge of municipal budgeting, accounting and reporting procedures and systems.

SELECTION/SKILLS TEST REQUIRED

None.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 30
\$1,999.00 - \$3,614.00 Biweekly \$51,974.00 – \$93,964.00 Annually

OPENING DATE

May 10, 2006

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9471. For application status inquiries, please call 713.837.9249. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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